

## DEPARTMENT OF THE ARMY

**Vacancy Announcement Number: NEGE04584974**

**Opening Date:** January 13, 2004

**Closing Date:** July 13, 2004

**First Cut off Date:** February 13, 2004

**Position:** Contract Specialist, GS-1102-11  
**Salary:** \$49,479 - \$64,323 Annual  
**Place of Work:** U.S. Army Engineer District-Baltimore, Contracting Division,  
Acquisition Branch OR Management and Support Branch  
DUTY LOCATION: Baltimore, MD  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** 1

**Duties:** Serves as contract specialist responsible for pre and post award functions, including price/cost analysis, negotiation and administration for construction, supplies/services, architect and engineering services, and environmental services in support of Baltimore District and many supported activities and installations. Contracting is accomplished by negotiation primarily for firm fixed price, indefinite delivery type contracts. Reviews requests for the procurement of construction, supplies/services, Architect and Engineering services, and environmental services. Analyzes the requirement, recommends revisions and decides type of contract, milestones, and procurement plan. Reviews justifications for single source and other required business clearances, and prepares documentation. Performs cost or price analysis. Performs required pre-award surveys. Performs contract administration through completion of services and the contract is closed. Negotiates contract modifications.

**Who May Apply:**

- Federal employees serving on a career or career-conditional appointment. Department of Defense employees serving on a Career or Career Conditional Appointment. Army employees serving on career or career conditional appointments or equivalent.

**Qualifications:**

**BASIC REQUIREMENTS:**

- A. A bachelors degree from an accredited educational institution authorized to grant baccalaureate degrees. AND

- B. At least 24 semester hours of study from an accredited institution of higher education in any combination of the following fields: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree.) NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in DoD on or before September 30, 2000, are exempt from meeting this requirement.

IN ADDITION TO THE BASIC REQUIREMENTS, applicant must also meet the following criteria:

- A. Three full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree. OR
- B. One year of specialized experience equivalent to the GS-9 level which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position and that is typically in or related to negotiation and pre and post award contract administration, including price/cost analysis. Graduate Education: To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Selective Placement Factors/Knowledge Skills and Abilities (KSAs): NONE. Candidates will be rated against Resumix Job Search Criteria.

**COMMENTS:**

- (1) Must meet DAWIA Requirements - Level II.
- (2) This position requires the submittal of a Confidential Disclosure Report.
- (3) Must meet National Defense Authorization Act (NDAA), in accordance with the authorization legislation.
- (4) Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable. Applicants must fax a copy of their most recent performance rating, Acquisition Career Record Brief (ACRB), and Defense Acquisition Workforce Improvement Act (DAWIA) Level II Certification to Sandy Kyle at 410-962-2663.

NOTE: This is an Acquisition position. The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job. Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

**Other Information:**

- Permanent Change of Station (PCS) expenses will be authorized.

**Other Requirements:**

- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- Defense Acquisition Workforce Improvement Act Career Field Position: Contracting
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**How to Apply:**

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date. Resume must be on file in our centralized database.

Point of Contact: Judy Brunasky, NECPOC, APG, MD, 410-306-1212,  
judy.brunasky@cpocner.apg.army.mil

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.